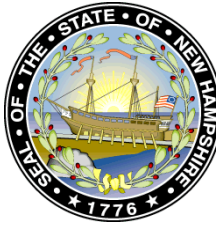


**STATE OF NEW HAMPSHIRE
BOARD OF PHARMACY**

57 Regional Drive
Concord, NH 03301-8518



Pharmacy Application

Enclosed is an application for PERMIT TO CONDUCT A PHARMACY IN NEW HAMPSHIRE. The application must be completed and filed at the Board office along with the appropriate fee, as indicated on the face of the application, at least **30 days prior** to anticipated date of conducting business under the new license.

Upon receipt of the completed application, the Board will schedule the pharmacist-in-charge and a representative of the corporation for a conference at the next regularly scheduled Board meeting. The Board meets on the 3rd Wednesday of every month.

Once the Board completes its review and approves the application, an inspection of the premises will be conducted by a compliance investigator. To accommodate this inspection, please refer to the PRIMARY INSPECTION CHECK LIST and SAMPLE ALARM NOTICE on the following pages and be sure that you comply with **all** requirements.

It is your responsibility to contact the Drug Enforcement Administration in order to obtain a DEA Registration Number. This process should be initiated immediately.

**Drug Enforcement Administration
JFK Federal Building, Room E-400
15 New Sudbury Street
Boston, MA 02203-0131**

**Registration Unit
Tel #: (617) 557-2200**

If you have questions do not hesitate to contact the Board office for clarification.

President
George L. Bowersox, R.Ph.
Hudson

Vice President
Ronald L. Petrin, R.Ph.
Bedford

Secretary (*Public Member*)
Sandra B. Keans
Rochester

Treasurer
Margaret E. Hayes, R.Ph.
Manchester

Member
Kristina Genovese, R.Ph.
East Swanzey

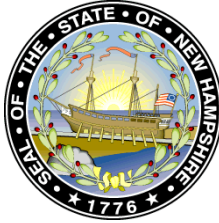
Member
Vahrij Manoukian, R.Ph.
Hollis

Executive Secretary
Paul G. Boisseau, R.Ph.

Chief Compliance Investigator
Peter A. Grasso, R.Ph.

**STATE OF NEW HAMPSHIRE
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PRIMARY INSPECTION CHECKLIST

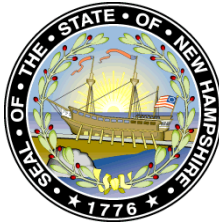
- ☐ Drug storage bays and compounding area complete
- ☐ Plumbing complete (toilet)
- ☐ Hot & cold running water
- ☐ Refrigerator
- ☐ Selected drug references and the current edition of the *NH Pharmacy Law Book*
- ☐ Temporary prescription labels
- ☐ General security adequate
- ☐ Documentation of installed and functioning alarm system *
- ☐ Phone installed and telephone number available
- ☐ Prescription department secure from public access
- ☐ Pharmacy hours
- ☐ List of personnel that have access/keys to pharmacy area

IN ADDITION – IF LICENSING PHARMACY DEPARTMENT ONLY

- ☐ Name of business (store) in which the pharmacy department is located
- ☐ Business (store) hours
- ☐ “Pharmacy” section security adequate (see alarm requirement [*] above)
- ☐ “Mail Slot” adequate if going to be used
- ☐ “PHARMACIST NOT ON DUTY” sign

STATE OF NEW HAMPSHIRE
BOARD OF PHARMACY

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REQUIRED ALARM NOTICES

FOR PRIMARY INSPECTION

Please Note:

The Compliance Unit of the Board **will no longer accept** computerized print-outs from alarm monitoring companies as adequate documentation for fulfilling the requirements of Ph 702.04. These are just a jumble of dates, times, and zone codes which are meaningless to Compliance.

The only acceptable documentation shall be a statement from the **installer, or monitoring agency**, which states as follows:

(Example)

ABC ALARM COMPANY

On (date) the alarm system installed at (Pharmacy Name & Address) was tested and the signal was received indicating a functioning alarm system.

Signed: (Agent of ABC ALARM CO.)

Date:

* This will be the first order of business at the primary inspection. Should this document NOT be present, the inspector will NOT continue with the inspection and another appointment must be made with the Compliance Unit of the Board for completion of the Primary Inspection.